

The Nyack Library
Board of Trustees
Minutes of Regular Meeting
July 27, 2009

Present

E. Michael Growney, Jr.
Myria Jean-Gilles
Debra Karten
Joan E. Moffett, Vice-President
Roger W. Seiler, President
Paul D. Shein, Treasurer
Ellen Simpson

Absent

*James L. Case, Secretary
*Kevin M. Doyle
Judith Lawler

*Excused

Staff:

James Mahoney, Library Director
Stephen Hoefler, Manager of Operations & Finances
Minerva Parker, Administrative Assistant

Visitors:

1. Call to order:

The meeting was called to order in the Meeting Room of the Nyack Library at 7:51 p.m. by the Board President Roger Seiler, as chair.

2. Minutes:

The Minutes of the Regular Board Meeting, June 8, 2009, were unanimously approved upon the **motion** by Ms. Simpson and seconded by Ms. Moffett.

3. Director's Report:

Mr. Mahoney discussed the various appointments he had this month. The Circulation Statistic Report for Fiscal Year Ending June 2009 shows an overall increase of 5.8% over the previous year, and the book circulation showed a 12% increase, with great spikes in the Children's Fiction and Non-Fiction books.

Mr. Mahoney informed the Board of Trustees that Mary Callan has resigned as of July 31, 2009 due to family obligations. Bonnie Yassky will continue to work in the Development Department in the same capacity. Everything put in place will continue in terms of Development. Over the past few months Ms. Callan and Ms. Yassky have been devoting time to acquiring grants from legislators and other sources.

On June 27, 2009, Congressman Eliot Engel came to tour the construction site. A general letter campaign to the community is currently underway, giving the residents the opportunity to donate to their library.

The Nyack Library has been a participating member to several museums in NYC and recently some of the memberships are no longer being honored. It seems they are no longer granting institutional memberships to libraries.

The Nyack Library, in conjunction with HRVH, Hudson River Valley Heritage, has put images from the Local History Room collection on-line for public access, this service is sponsored by the State.

The 2009 New York State Public Library Construction Grant application has been submitted and the results should be in by the end of August. This application is for finishes and furnishings in the expansion only.

Personnel Actions were approved upon **motion** by Ms. Moffett and seconded by Ms. Karten.

4. Treasurer's Reports/Financial Statements/Disbursement Report:

Mr. Shein discussed aspects of the Treasurer's Reports; the Cash Flow; Operations and Budget performance; CD's and Money Market Accounts. On July 31, 2009, at 10:30 a.m., the Provident Bank will host an investment class for Library Administration and Board Trustees who serve on the Finance Committee. The annual Audit is scheduled for the end of August. **Motion** by Mr. Shein to accept the Cash Disbursements, Ms. Simpson seconded, the Board unanimously approved. Upon **motion** by Mr. Growney and seconded by Ms. Karten, the Treasurer's Reports were unanimously approved.

Mr. Hoefler reported that the money donated to the Library from the estate of Ethel Cardell will be used in the naming of the Technical Processing Department, one of the departments in which she worked.

5. Committee Reports:

Construction Committee-Ms. Simpson suggested that the Board tour the construction site in its current stage. The details are being worked on and tile is being laid; the garden area was developed with money from the Ruth Diebold Fund. Renovations have begun on the Carnegie Building entryway. A plaque is being designed for the new wing to be installed when construction is complete.

Personnel Committee-Mr. Seiler reported for Mr. Doyle, the Chair, who was not present this evening. The committee met to clarify the subject of accumulated vacation leave and a request to transfer accumulated leave to sick time. The committee has recommended two resolutions.

Resolution #1: The last sentence of paragraph D of section E of the Personnel Policy shall be replaced by the following text: At least fifty percent of all earned vacation time must be taken each year. No more than five vacation days may be carried forward from all prior years to any succeeding year. Up to seventy percent of any unused vacation time expiring after one year will be transferred to unused sick time.

Resolution #2: The Nyack Library shall participate in the State Retirement System option by which unused vacation time can be converted to unused sick time, and whereby all unused sick time of any employee will be counted as time

worked upon retirement for pension calculation purposes. Further, in recognition of the prior ambiguity in the policy regarding the carrying forward of unused vacation days, all full-time employees' vacation time that has been accumulated in excess of five days shall be converted to unused sick time.

After discussion the Board decided to table these resolutions and revisit this topic in the future, after the Personnel Committee has a chance to meet again.

6. Old Business:

Joint Venture Policy-Mr. Growney presented a proposed policy which management had drawn from a sample developed by the law firm of Venable, LLP, Washington, DC and submitted that as the text for our new Joint Venture Policy. After **motion** by Mr. Growney, second by Ms. Simpson and discussion, the policy was unanimously approved.

7. New Business:

Evaluation of the Library Director by Trustees and Staff, Mr. Seiler announced that he would soon have the evaluation software installed on the Library's computer network for trustees to engage in the evaluation. He distributed log-on passwords for each trustee and the Director.

8. Adjournment:

The Board meeting was adjourned at 9:57 p.m. by motion of Mr. Shein and seconded by Ms. Moffett.

Respectfully submitted,

Minerva Parker

Minerva Parker
Administrative Assistant